



Director of Admin and Human Resources

The Director of Admin and Human Resources (DoAHR) reports directly to the Principal and is a member of the Senior Leadership Team of The Arbor School.

Core Purpose of the Post

As a member of the Senior Leadership Team across the school, the DoAHR will model the School mission, values and beliefs in action, particularly with respect to international-mindedness and intercultural understanding.

The DoAHR is the school's leading support staff professional and works as part of the SLT to assist the Principal in his/her duty to ensure that the school meets its educational aims. The DoAHR will assist the

Principal in providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school. The DoAHR promotes the highest standards of business ethos within the

administrative function of the school and ensures the most effective use of resources in support of the school's learning objectives.

The DoAHR is, in particular, a conduit for the Principal in the day to day managing of all administrative departments, including, but not limited to:

1. Human Resources
2. Administration
3. Marketing
4. Admissions
5. School Facilities
6. Outside contractors

Key Duties and Responsibilities

General Administrative

- To promote the safeguarding of children
- To ensure that the school's customer care standards are met and adhered to
- Ensure the smooth functioning of the office by acting as liaison between the Principal and the administrative team, monitoring task allocation and fulfilment, assisting admin staff where necessary to meet deadlines.
- Prepare information for publications and returns for the KHDA and other agencies and stakeholders within statutory guidelines.
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Ensure an orderly parental enquiry/complaint process as per policy
- Attend Senior Leadership Team Meetings.

- Plan and manage change in accordance with the school development/strategic plan.
- To lead and manage all school admin staff

Monitoring Human Resource Management

- To assist the Headteacher in the process of recruitment and selection of staff which includes:
 1. Staff advertisements, appointments and associated paperwork including interviewing of support staff and devising question matrix for interviews
 2. CRB clearance for new and existing appointments and fulfilment of the safer recruitment policy
- Assist the Principal in the operation of the payroll services & contract information for all school staff
- Maintain computerised personnel records, ensuring accurate records of staff details and data confidentiality
- Ensure the school's equality policy is clearly communicated to all staff in school
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- As delegated assist the Principal with the recruitment, performance management, appraisal and development for all support staff.
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
- Monitor the way policies and procedures are actioned and provide support where necessary
- Seek and make use of specialist expertise in relation to HR issues
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities
- Instigate sickness management, by monitoring sick leave, identify sick management issues and raise with the Principal

Assisting the Principal

- Assist the Principal in annual surveys of the school community.
- Assist the Principal and their designates in the organisation and smooth operation of school trips and co-curricular activities from outside providers.
- Assisting the Principal in organising CPD opportunities for staff and subsequent requirements such as hotels and flights.
- Keep record of pupil absences, write to parents of the pupils about the absences and complete pupil absence forms for KHDA.
- Participate on interview panels and to coordinate induction for new staff, as required.

Monitoring Facility & Property Management

- To work with all staff to ensure the safe maintenance and security operation of all school premises
- To oversee the maintenance of the school site including the purchase and repair of all furniture and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced school services in conjunction with the relevant staff
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided

- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.

Monitoring Health & Safety

- Monitor the school's Health & Safety Coordinator and Fire Officer. Assist to plan, instigate and maintain records of fire practices and alarm tests. Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with people on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Directors and where appropriate the Health & Safety Executive
- Ensure the maximum level of security consistent with the ethos of the school
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

Assistance in Marketing

- Act as second in marketing, assisting in tours and providing a team approach to out of school visits and appointments to attract new customers.
- Assist the Marketing Executive in the successful operation of school events such as parents evenings and open days, in addition, but not limited to, events in the community such as food fairs and international days.
- Perform out of school hours marketing functions as required.

Assisting Other Administrative Departments

- Assist in receiving of payments from parents during peak periods.
- Ensure that the admissions department fulfils requirements for student visa and KHDA requirements.
- Act as a liaison between the KHDA and the school, as required.
- Act as support for all admin functions as and when required during peak periods.

Qualifications and Experience Requirements:

- 5-10 years of GCC experience
- Bachelor's Degree in business or other relevant degree (required) or Bachelor's Degree in HR Management (preferred)
- English first language. Arabic desirable
- Experience of working in an educational environment

Skills

- Excellent communication and interpersonal skills with pupils and adults.
- Initiative and problem-solving skills.
- The ability to manage confrontation and challenging behavior.

- Team working and organisational skills.
- An observant and responsive approach;
- Flexibility and adaptability to be able to respond to the needs of the pupils and change plan accordingly.
- A positive, energetic and enthusiastic outlook.
- Patience, understanding and empathy with pupils and parents.
- A sense of humour.